



STATE OF INDIANA

MITCHELL E. DANIELS, JR., Governor

DEPARTMENT OF ADMINISTRATION
Procurement Division
402 West Washington Street, Room 468
Indianapolis, Indiana 46204
317.232.3053

To: State of Indiana Vendors, Contractors, Consultants and Suppliers

From: Erin Kremer, Director of Procurement
Indiana Department of Administration *EW*

Date: December 2, 2005

Re: State Ethics Policies & Holiday Gifts

As you know, the Holiday Season is upon us and it is customary for businesses to send items of value to their customers. Due to current guidelines affecting employees of the State of Indiana, no gifts may be given to a State employee from an entity or person who has a business relationship with the State. A business relationship is defined to include entities and persons who have or who are seeking a contractual relationship with the Indiana Department of Administration.

For this reason, I respectfully ask that you (and/or your company) do not send any gifts to any employee of the Indiana Department of Administration.

Thank you for the great work you do for the people of the State of Indiana. Have a wonderful Holiday Season and Best Wishes to You in 2006!

“STRIVING FOR EXCELLENCE”